

PROCEDURE FOR APPLICATION TO TIPPECANOE COUNTY DRUG COURT

The defendant shall:

- ❑ Obtain application packet. Application packets are available from Court Services, the Prosecutor's Office, and Tippecanoe Superior Court IV.
- ❑ Review all materials provided in the application packet.
- ❑ Complete Application for Admission to Tippecanoe County Drug Court.
- ❑ Return Application for Admission to Tippecanoe County Drug Court to the Prosecutor's Office (Attention: Jonathan Dean).
- ❑ File a copy of the Application for Admission to Tippecanoe County Drug Court with the originating Court.

The Prosecuting Attorney shall:

- ❑ Review the Application for Admission to Tippecanoe County Drug Court.
- ❑ Determine preliminary approval of the application and execute accordingly.
- ❑ Return the Application for Admission to Tippecanoe County Drug Court to the Drug Court Coordinator.

The Tippecanoe County Drug Court Coordinator shall contact the defendant and the defendant's attorney regarding the status of preliminary approval of the application. If the Prosecuting Attorney declined preliminary approval of the application, the Tippecanoe County Drug Court Coordinator shall advise the defendant and the defendant's attorney the cause will remain in the jurisdiction of the originating Court. If the Prosecuting Attorney preliminarily approved the application, the application process will proceed as follows:

The defendant shall:

- ❑ Immediately contact any and all previous service providers and/or agencies and sign an authorization for release of confidential information with *each* service provider and/or agency. The defendant must keep a copy of *each* release form to be provided to Court Services.
- ❑ Immediately contact Court Services **in person** to schedule an appointment for an intake assessment. The defendant **MUST advise Court Services the assessment is for application to the drug court**. Court Services will provide an intake assessment packet to the defendant.
- ❑ Complete the intake assessment packet provided by Court Services *prior to the intake assessment appointment*.
- ❑ **Pay the \$100.00 intake assessment fee at the Clerk's Office prior to the intake assessment appointment.**
- ❑ Bring the following to the intake assessment appointment: (1) receipt from Clerk's Office showing proof of payment of \$100.00 intake assessment fee, (2) *completed* intake assessment packet, and (3) copy of *each* release form signed at any and all previous service providers and/or agencies.

Court Services shall complete an intake assessment and forward the results to the Tippecanoe County Drug Court Coordinator. Upon receipt of the results of the intake assessment, the Tippecanoe County Drug Court Coordinator shall:

- ❑ Contact the defendant to schedule a date to attend a Tippecanoe County Drug Court session.

The defendant shall:

- ❑ Attend the Tippecanoe County Drug Court session as scheduled *and* address the Tippecanoe County Drug Court team at the conclusion of the Tippecanoe County Drug Court session regarding the defendant's desire to participate in the Tippecanoe County Drug Court program.

The Tippecanoe County Drug Court team shall:

- ❑ Review the defendant's Application for Admission to Tippecanoe County Drug Court at the next scheduled staffing to determine whether defendant shall be approved for admission to the Tippecanoe County Drug Court.

The Tippecanoe County Drug Court Coordinator shall contact the defendant and the defendant's attorney regarding the status of approval of the application. If the Tippecanoe County Drug Court team declined approval of the application, the Tippecanoe County Drug Court Coordinator shall advise the defendant and the defendant's attorney the cause will remain in the jurisdiction of the originating Court. If the Tippecanoe County Drug Court team approved the application, the application process will proceed as follows:

The defendant shall:

- ❑ Immediately schedule a guilty plea/sentencing date in the originating Court.
- ❑ Immediately advise the Tippecanoe County Drug Court Coordinator of the date for the guilty plea/sentencing hearing.
- ❑ Complete the Tippecanoe County Drug Court Covenant *and* file a **copy** of the Tippecanoe County Drug Court Covenant with the originating Court at the time of the guilty plea/sentencing hearing.
- ❑ Obtain a copy of the guilty plea/sentencing order from the originating Court.
- ❑ Provide the following documents to the Tippecanoe County Drug Court Coordinator: (1) a copy of the guilty plea/sentencing order from the originating Court, (2) a copy of the plea agreement, and (3) the **original** Tippecanoe County Drug Court Covenant.

The Tippecanoe County Drug Court Coordinator shall:

- ❑ File the guilty plea/sentencing order, plea agreement, and Covenant in the Tippecanoe County Drug Court.
- ❑ Contact the defendant and the defendant's attorney to schedule dates for orientation and formal admission to the Tippecanoe County Drug Court.

